

## WHATCOM COUNTY JOB DESCRIPTION

<b>POSITION:</b>	<b>Health Information Administrator</b>	<b>RANGE:</b>	<b>300</b>
<b>DEPARTMENT:</b>	<b>Health &amp; Human Services</b>	<b>FLSA:</b>	<b>E</b>
<b>REPORTS TO:</b>	<b>Health &amp; Human Services Assistant Director</b>	<b>EEO:</b>	<b>1</b>

### SUMMARY

Responsible for planning, supervising, staffing, directing and conducting health information activities of the Health & Human Services (HHS) Department. Performs professional epidemiological activities related to researching, analyzing and interpreting health-related characteristics of County populations to identify the distribution of diseases, behaviors and conditions. Coordinates the collection, development, analysis and dissemination of data and other information. Oversees the maintenance of the County's vital statistics. As a member of the HHS management team, develops recommendations for short- and long-range plans, programs, goals and objectives for HHS programs. Acts as a technical resource for HHS staff and community agencies. Plans, conducts and presents at public meetings.

Represents Whatcom County by maintaining a professional approach and demeanor in all activities. Ensures compliance with department/county policies and procedures, collective bargaining agreements and legal requirements. Manages programs and staff in a manner that ensures expenditures remain within budget guidelines. Develops relationships with staff, other departments and individuals outside county government that encourage participation, teamwork, effective relationships and use of resources.

*Depending upon assignment, the incumbent may perform some or all of the following duties, which are a representative sample of the level of work appropriate to this classification.*

### ESSENTIAL JOB DUTIES

Performs tasks related to supervising, coordinating and conducting health information management such as developing, maintaining, analyzing, and disseminating epidemiologic data; overseeing the County's vital statistics operation; and identification and prioritization of new or updated community health information needs.

Supervises health information management and other areas including epidemiologic data, vital statistics, public education, technical services and support staff. Participates in the selection of new employees. Determines individual employee needs for training to meet changing system or program demands. Assigns, supervises and evaluates work consistent with assigned job classification. Conducts and/or reviews performance evaluations to guide the development of employees, provide a record of performance and ensure consistent evaluations and regular feedback throughout assigned areas. Interprets and applies collective bargaining agreements and personnel policies. Makes recommendations regarding employment actions. Initiates, documents and implements disciplinary actions as approved. Responds to Step 1 grievances filed by employees, as assigned.

Coordinates health information procurement with other state and local agencies and organizations. Works with other entities to ensure accuracy, integrity, security and completeness of data files. Formalizes data sharing agreements as assigned. Serves as the primary contact person for health statistics and data with state and federal offices.

Initiates, directs or oversees the timely preparation and dissemination of reports, brochures, correspondence, press releases or other documents containing health information and data. Writes concisely and correctly, organizes information clearly, and determines most effective graphic presentation of information. May present and interpret the data in the community and at state and national forums.

Interprets RCW's, WAC's, and County policy and makes recommendations for program, policy or procedure changes and assures that appropriate policies, procedures and tasks are created and updated. Directs staff in monitoring enforcement of ordinances, state, federal and local rules and regulations, policies and procedures. Assesses and assures compliance, and interprets and applies regulations equitably. Makes administrative decisions, as assigned.

Provides detailed consultation, technical support and troubleshooting for HHS staff and other community agencies and organizations on data collection, statistical analysis, survey design, and presentations.

As a member of the HHS management team, develops recommendations and implements strategic short- and long-range plans, programs, goals and objectives for the department. Facilitates and coordinates cooperative planning in conjunction with other divisions, departments and entities. Reviews and updates planning recommendations. Directs activities with available personnel and in compliance with guidelines, procedures and regulations. Promotes teamwork within the County. Identifies trends and problems hindering progress and develops and implements recommendations for problem resolution with staff and higher level management. Prepares and justifies budget for assigned areas. Monitors and maintains expenditures within budget guidelines. Implements cost-effective measures and uses resources and technology effectively to increase productivity. Seeks out, secures, monitors and assures compliance with grants and contracts.

Identifies and addresses customer needs. Responds to or supervises the resolution of the most complex inquiries, complaints, emergencies or requests for information from other departments and the public in a courteous manner. Emphasizes public accountability and a positive public service approach with assigned staff.

#### **ADDITIONAL JOB DUTIES**

Performs other duties as assigned.

#### **QUALIFICATIONS**

Requires a Bachelor's degree in public health, epidemiology, or closely related science field **AND** four (4) years of progressively responsible related public health experience **INCLUDING** two (2) years of supervisory experience.

Masters degree is preferred.

#### ***Requires knowledge of:***

The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.

The principles, practices, current developments and techniques of public health, epidemiology, demography, data collection, surveying, field investigation methods, and program evaluation.

Computer operation and of a variety of software including word processing, spreadsheet, and other applications specific to the area of assignment. Advanced database concepts, geographic information systems (GIS) and spatial database management procedures.

Complex mathematics including statistics and quantitative analysis.

Organizational dynamics and principles and practices of management and supervision, including planning, staffing, selection, training, coaching, directing, coordinating and evaluating.

Applicable local, state and federal laws, rules, regulations, policies and procedures related to the areas of assignment.

Fiscal management including budget preparation, grant administration, service and intergovernmental contract negotiation and administration, expenditure control and recordkeeping.

Safety hazards, precautions, standards, policies and procedures pertinent to the area of assignment.

Knowledge of MapInfo/ArcView is preferred.

***Requires the ability to:***

Research the availability of relevant health data and develop new resources as needed.

Perform complex statistical analysis of health data and make recommendations based upon the results of analysis.

Strategically plan, prioritize, coordinate, organize, and evaluate staffing and services. Train, direct, and coach staff. Administer and change plans, policies and work programs.

Assure that absolute confidentiality is maintained as required and sensitive information is handled appropriately.

Use tact, discretion, respect, persuasion, diplomacy and courtesy to gain the cooperation of others and establish and maintain effective teams and working relationships and rapport with public officials, representatives of other entities, department heads, co-workers, employees and diverse members of the public.

Apply sound judgment and problem-solving techniques to make reasoned, timely and consistent decisions and to facilitate the effective resolution of problems, grievances and complaints.

Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing and/or directing preparation of comprehensive written reports, materials and correspondence.

Promote the commitment of the County to provide outstanding public, intra- and inter-departmental customer service.

Provide leadership and maintain a high level of personal and professional integrity and honesty.

Work effectively in a multi-task environment, take appropriate initiative and effectively delegate responsibility and authority.

Read, understand, interpret, analyze and provide direction to assure appropriate application of policies, procedures, legal requirements and regulations.

Promote staff and team development and high performance by assuring regular, effective and consistent feedback and evaluation.

Estimate and analyze costs and effectiveness of programs. Monitor and interpret fiscal and statistical information.

Develop ways to identify, improve and promote efficient systems and processes.

Maintain current knowledge for assigned areas and adapt to new technologies, keeping personal and

team technical skills up-to-date and using technology to increase productivity.

Work independently and cooperatively as a member of a team.

### **SPECIAL REQUIREMENTS**

Must have a driving record that meets County standards and possess a valid driver's license at time of hire and throughout employment.

Background check must meet County criteria.

### **WORKING CONDITIONS**

Works in an office or meeting setting. Sits or stands for long periods of time. May occasionally lift and carry items weighing up to 20 pounds. Attends meetings or perform duties outside of normal office hours. Moves throughout the facilities and drives a motor vehicle. Possibility of exposure to hostile and offensive language from the public. Uses appropriate safety equipment and follows established safety policies, practices and procedures.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. At its sole discretion, Whatcom County may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

Whatcom County's policy is to provide equal opportunity in all terms, conditions and privileges of employment for all qualified applicants and employees without regard to race color, creed, religion, national origin, sex, age, marital status, disability, or veteran status.

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**Employee Status: This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.**

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Signature

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Date